

**ELECTRONIC RECORDER REGISTRATION
FOR WEDNESDAY, APRIL 18, 2007 CERTIFICATION EXAMINATION**

Please read the following warnings and instructions before proceeding:

- Falsifying information on your registration will result in your exclusion from the certification program.
- Your employer must sign your registration and attach a request to obtain your temporary certification.
- Registrations will not be processed unless all requested information is provided. **Please fill in all blanks.**
- A \$60.00 registration fee is required by MCR 8.108(G)(3). Please send check or money order only, made payable to the "State of Michigan." DO NOT SEND CASH. **This fee is not refundable or transferable.**
- Completed registrations and the registration fee must be **postmarked** no later than March 1, 2007. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

NOTE: Registration may close before the posted deadline because of limited seating.

IDENTIFYING INFORMATION (please print or type)

Have you been convicted of a felony in the last two years? Yes ☐ No ☐ If yes, please specify the date, crime, court, and sentence:

EQUIPMENT

Please indicate your choice of equipment. **You must know Microsoft Word XP if you choose to use HOJ word processing equipment.** If you bring your own word processor, you must bring your CPU, monitor, keyboard, printer, 10' extension cord, and supplies.

☐ Own Word Processor ☐ Hall of Justice (HOJ) Word Processor ☐ Own Transcriber

EXAM LOCATION - State Court Administrative Office, Hall of Justice, 925 W. Ottawa, Lansing, Michigan

Scheduling information and materials will be sent to you approximately 2-3 weeks before the test.

☐ **For temporary official recorders only:** This applicant has the requisite skills and experience to fulfill the duties of official court recorder. Furthermore, the applicant will be under or will have access to instruction from a certified electronic recorder.

NOTE: An applicant will be permitted to take this examination only if he or she has submitted documentation to the State Court Administrative Office showing satisfactory completion of a post-high school board-approved workshop; course of study, or other board-approved workshop or course of study; or other board-approved curriculum. An applicant who currently holds a CSR designation is exempt from this requirement.

I ☐ attended ☐ am registered to attend the Board-approved workshop on _____ Date _____.

☐ I do not need to attend a Board-approved workshop because I already hold a CSR designation.

Date

Registrant's signature

Employer's signature for temporary certification

Employer's name and title (type or print)